

Date: _____

MEMORANDUM

25X1A TO: NEA/ [REDACTED]
SUBJECT: Request for Travel Orders

1. It is requested that Travel Orders be initiated for:

- (a) Name: _____ Grade & Salary _____
- (b) Title: _____ Official Station _____ Ext. _____
- (c) Dependents Travelling: _____

- (d) Date of Departure: _____ Return: _____
- (e) Itinerary: _____

- (f) Mode of Travel: _____
- (g) Project Chargeable to: _____
- (h) Purpose of Trip: _____

- (i) Advance of Funds Needed: \$ _____
- (j) Special Provisions: _____

Approved: _____